Samuels Public Library

Bi-Monthly Meeting Agenda
Samuels Library Board of Trustees
September 14th, 2026

1. Call to Order, Determination of Quorum
2. Approval of Annual Minutes of July 13th, 2026, Board of Trustees Meeting
3. Approval of Bi-Monthly Minutes of July 13th, 2026, Board of Trustees Meeting
4. Citizens' Time (residents of Warren County, 5-person limit, 3 minutes for each speaker)
5. President's Time
6. Library Director's Report
    a. Virginia FOIA Overview
7. Finance Committee Report
    a. Endowment Account Overview – Scott Ball, Truist
    b. Budget vs. Actual Report
    c. FY 2028 Budget Overview
    d. 401K vendor change
8. Development Committee Report
    a. Annual Appeal
9. Strategic Planning Committee Report
10. Building and Maintenance Committee
11. FOSL Report
12. County Update
13. Old Business
14. New Business
    a. FY27 Holiday closures

Adjourn – Next Meeting Date November 9, 2026

Meeting Packet available at: https://samuelslibrary.net/index.php/about/director-board-of-trustees

Samuels Public Library
Annual Meeting of the Board of Trustees

July 13, 2026
5:30 p.m.

In attendance: Melody Hotek, President; Scott Jenkins, Vice President; Michelle Leasure, Treasurer; Madeline Hickman, Secretary; Lewis Moten, At-Large; Joan Richardson, Lisa Cobb, Kim Emerson, Kate Trosch, Nioka Devincentis, FOSL President; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Amy Hayes, Development Administrator; Cheryl Harrison, Circulation Manager.

Guests: One guest.

Absent: Celeste Brooks, Ed Richards, Lori Girard.

With a quorum present, Ms. Hotek called the meeting to order.

The minutes of the Annual Meeting of July 14, 2025, were presented for review. Ms. Hotek noted the minutes were previously approved at the September 2025 meeting.

Ms. Hotek announced that two board members will be stepping down after completing their terms. Ms. Hotek said it has been an honor and pleasure to work with Ms. Hickman and Ms. Brooks.

The Committee on Trustees proposes inviting Mr. Bill Grewe and Mr. Ken Thurman to serve on the Board of Trustees for Samuels Public Library from 2026 to 2029. The Committee moves that we accept both candidates to the Board of Trustees. Ms. Richardson seconded the motion, and the vote passed unanimously.

Ms. Rooney is proposing August 29, 2026, as the date for this year's board retreat with an alternative date of August 8, 2026.

The Committee on Trustees proposed the following slate of officers for FY2027:

Scott Jenkins, President
Kate Trosch, Vice President
Michelle Leasure, Treasurer
Karin Battle, Secretary
Melody Hotek, Member-at-Large

The motion was made from the Committee, seconded by Ms. Cobb, and passed unanimously.

Ms. Grady reminded those with signature privileges that they will receive an email from First Bank to complete the signature process.

Ms. Hotek closed the meeting by expressing her gratitude to everyone for their time and support throughout the past three years. Ms. Hotek stated that the library is an incredible institution, which is indicated by this smooth transition into FY2027.

With no further business, Ms. Hotek adjourned the Annual Meeting.

Respectfully submitted,

Madeline Hickman

Madeline Hickman, Secretary

Samuels Public Library Bi-Monthly Meeting

Of the Board of Trustees

July 13, 2026

In attendance:

Scott Jenkins, President; Kate Trosch, Vice President; Michelle Leasure, Treasurer; Karin Battle, Secretary; Melody Hotek, Member-at-Large (outgoing President); Bill Grewe, Trustee (newly seated); Lewis Moten, Joan Richardson, Gene Kilby, Lisa Cobb, Kim Emerson, Amy Hayes, Development Administrator; Nioka Devincentis, FOSL President; Cheryl Cullers, County Representative; Erin Rooney, Library Director; Eileen Grady, Director of Operations; Cheryl Harrison, Circulation Manager.

Absent: Ken Thurman, Trustee (newly seated), Lori Girard, and Ed Richards

With a quorum present, Mr. Jenkins called the meeting to order.

The Bi-Monthly meeting minutes for May 11, 2026, were presented. Mr. Kilby moved to approve the minutes as presented. Ms. Leasure seconded. Ms. Cobb and Ms. Emerson abstained, as they were not present at the May meeting. The vote passed.

Citizens' Time:

No citizens were present to speak.

President's Time:

Mr. Jenkins reflected on the library's improved circumstances compared to the prior year's uncertainty and thanked Ms. Hotek for her leadership through a period of crisis. Mr. Jenkins reported that Warren County has signed a five-year Memorandum of Agreement and that State Aid for FY2027 increased, though rising costs will require the library to raise an additional $216,000 this year to balance the budget. Mr. Jenkins outlined priorities for the coming year, including growing the endowment, staff development, expanded community outreach, and monitoring emerging issues such as artificial intelligence, referencing draft ALA guidance on the topic.

Library Director's Report:

Ms. Rooney presented the Library Director's Report for May and June 2026, highlighting outreach events including Free Comic Book Day, the County's 250th Anniversary “Freedom Flows” event, Juneteenth, and the Virginia 250 Mobile Museum program. Ms. Rooney reported that total circulation is up approximately 1% year-over-year, noting that monthly variation can reflect facility closures or shifts in program timing. Ms. Rooney reported on recent hires in the Studio, Reference, and Circulation departments, noted that all new hires now complete a two-week rotation in Circulation as part of onboarding, and confirmed that staff have completed annual reviews and received a 3% cost-of-living increase. Staff hours which had previously been cut have now been reinstated.

Committee on Trustees:

Ms. Hotek distributed proposed committee assignments for the coming year and confirmed that the Policy and Bylaws Committee remains chaired by Ms. Emerson, with the addition of Karin Battle. An updated committee roster will be circulated to the full Board and reviewed at the August board retreat.

Finance Committee:

Ms. Leasure confirmed the committee will continue to meet monthly through the FY2028 budget process.
Ms. Leasure reported the account balances are as follows:

- Endowment Fund – $1,179,000 (approximate)
- Huber Endowment Fund – $74,000 (approximate)
- Operating Account – $110,000 (approximate)
- Reserve Account – $25,000 (approximate)
- Donor Emergency Fund – $0 (fully transferred to Operating)

Ms. Leasure reported that State Aid will be delayed but is anticipated by July 19, 2026. The letter to Warren County requesting our FY2027 first quarter payment was hand delivered on July 1, 2026. Additionally, our yearly $1.00 rent check has been paid.

Ms. Leasure presented a revised FY2027 budget of $1,615,000: the increase is driven primarily by rising medical insurance costs following the loss of the library's grandfathered County health plan eligibility. Ms. Leasure moved to approve the revised budget as presented. Ms. Hotek seconded. A roll call vote was taken:

Roll Call Vote – FY2027 Budget:

- Bill Grewe – Aye
- Cheryl Cullers – Aye
- Lisa Cobb – Aye
- Kim Emerson – Aye
- Kate Trosch – Aye
- Melody Hotek – Aye
- Scott Jenkins – Aye
- Michelle Leasure – Aye
- Joan Richardson – Aye
- Karin Battle – Aye
- Lewis Melton – Abstain
- Gene Kilby – Aye

Motion passed.
Ms. Leasure reported that a new 401(k) provider is under consideration and will be previewed for the Board at the August Retreat.

<u>Development Committee:</u>

Ms. Hayes reported that the Race to the Finish and Silver Tea fundraisers together raised approximately $650, aided by a live auction. Mr. Jenkins noted that the Silver Tea will not become an annual fixture but may be incorporated into future historical programming. The Committee is developing a framework to evaluate the costs and benefits of recurring fundraising events ahead of its August meeting. Ms. Hayes reported that the electronics recycling fundraiser will conclude Saturday, July 18, 2026, from 10:00 a.m. to 2:00 p.m.

<u>Strategic Planning Committee:</u>

Ms. Richardson reported that the Strategic Planning Committee has approved the proposed Strategic Plan and requested the Board's approval. Mr. Moten moved to approve the Plan as presented, subject to correcting duplicate page numbering and one duplicated photograph. Ms. Trosch seconded. A roll call vote was taken:

Roll Call Vote – 2025-2030 Strategic Plan:

- Bill Grewe – Aye
- Cheryl Cullers – Aye
- Lisa Cobb – Aye
- Kim Emerson - Aye
- Kate Trosch – Aye
- Melody Hotek – Aye
- Scott Jenkins – Aye
- Joan Richardson - Aye
- Karin Battle – Aye
- Lewis Moten – Aye
- Gene Kilby – Aye

Motion passed, subject to the corrections noted above.
Ms. Richardson reported that the Committee's next step is to develop a community survey, incorporating select questions from the prior survey, with broader distribution through local media to reach previously unreached community groups.

<u>Building Committee:</u>

Mr. Jenkins reported that the County's Capital Improvement Plan now includes the library's roofing, HVAC, and carpeting projects. However, available funding remains limited, and the County is moving toward a more formal, condition-based prioritization process across all County facilities. Ms. Grady reported on a recent HVAC failure that required a Saturday closure, traced to a change in startup procedure which was not communicated by the vendor, Carrier. The issue has since been resolved.

<u>FOSL Report:</u>

Ms. Devincentis reported that FOSL currently has 359 active members, with 83 on automatic renewal. Ms. Devincentis stated that the Hiking Series continues, with the next event featuring local author Mills Kelly on July 22, 2026. FOSL’s Annual Booksale is scheduled for November 12 through November 16, 2026, having been moved from its prior September date.

<u>Warren County Update:</u>

Ms. Cullers offered her thanks for all the help with the Tourism Committee. Ms. Cullers reported that the County has begun selecting a recruiting firm to assist with hiring a new County Administrator. Ms. Cullers related that the County's newly hired Economic Development Director has begun outreach meetings with library leadership and other community organizations regarding tourism and shared community assets.

<u>New Business:</u>

Ms. Harrison and Ms. Grady presented plans for the Holiday Open House, scheduled for December 12, 2026. The event will include mini alpacas and a mini goat, a children's market activity, a gift-wrapping station run by FOSL, a hot chocolate bar, and a Storytime with Santa again provided by the Warren County Sheriff's Office.

<u>Old Business:</u>

The next Board of Trustees meeting will be held on September 14, 2026. With there being no further business, Mr. Jenkins adjourned the meeting.

Respectfully submitted,

Karin U. Battle

Karin U. Battle
Secretary

Director's Report
July & August 2026

General Updates

- The Library attended multiple outreach events. In July Dane and Michal attended the New Teacher event for Warren County Public Schools. In August, Cheryl, Danielle, Pat, David, FOSL members Nioka and Chantal attended National Night Out at the Gazebo. We interacted with 588 people!
- The Library had another Open House on July 1st. Apple house provided donates. There were 75 attendees.
- We have lost one full-time staff member, Ben Garrand who has moved on to bigger and better things. His position has been reevaluated, creating two part-time positions in the youth services department.
- The Library has introduced a new onboarding practice: When the library hires someone new their first two weeks are scheduled working at the circulation desk. Colin O'Connor, Adult Reference, was the first volunteer-turned-employee to successfully train with circulation. Rose Harvey, and Payton Miller our new youth services assistants, are our second and third new employees currently trained and training in circulation.
- Summer Reading was another hit. This year's theme was Unearth a story. Children had about 637 registered with 17,132 books read. Adults had 210 participants totaling 335,009 minutes read (5,583.5 hours approx.)
- Tiny Art was another wonderful summer reading success. We had over 230 participants and thanks to staff member Whitney Waller it has been turned into a fundraiser that made over 800 dollars. Exhibit participants had the opportunity to sell their pieces through the month of July with proceeds going toward the library.

Facility

- We are collaborating with the bookstore committee to select paint colors to repaint Epilogue inside and out!
- Through our lightbulb vendor, 1000 Bulbs, we are switching fluorescent tubes to LED bulbs that are compatible with our current fixtures. Hopefully this will reduce usage costs as well as replacement bulb expense.
- Volunteer Brenden Suter, along with Mitchell, is scheduled to clean the carpets in the public area over the Labor Day holiday weekend.

Usage & Services

- August stats were unavailable at the time of this report.
- Total circulation was down 11% in July over FY26
- Traffic count was down 10% in July over FY26
- Total patron count is up 3% in July over FY26
- Programming Attendance is still up 3% in July over FY26.
- Database use is up by 3% in July over FY26.
- Volunteer Hours are up over -5% in July over FY26.
- One of our amazing donors and volunteers donated a professional Canon printer for the studio. This included paper and ink.

Programming Highlights

- Adult Programs: Adult programming in July and August continued to offer a broad mix of educational, creative, cultural, and community-focused programs. Creative programming included expanded sewing and embroidery instruction, Glowforge and machine embroidery workshops, Art Trading Cards, and the ongoing Embroidery and String Theory fiber arts clubs. The library continued its popular Step It Up: Line Dancing program, along with wellness offerings including Chair Yoga and community yoga. Educational programming included author talks, Mini Armchair Travels programs featuring Iceland and Romania, Master Gardener presentations, technology assistance, and genealogy and personal archiving programs. Workforce and community services continued through partnerships with Virginia Works, including resume assistance and job fairs, as well as programs with the Phoenix Project, AIDS Response Effort, and Seniors First. VA250 programming continued with the Warren Heritage Society through the From Attics to Archives oral history project and programs highlighting Warren County's local history, including Historic One-Room Schoolhouses.

- Youth & Teen Programs: July and August focused on summer learning, literacy, science, history, environmental education, and hands-on activities. Regular Story Time and Music & Movement programs continued to draw strong participation, averaging 27–30 and 45 attendees, respectively. The Summer Reading Program, *Unearth a Story*, concluded in August with **World's Most Unusual Pets**, which attracted 250 attendees and featured a variety of live animals. Other summer highlights included Curiosity Crew, Paws to Read, Colonial Lights, Trail Buddies, and Tales & Trails, providing opportunities for children to explore science, nature, history, and reading. August programming continued these themes through partnerships with Shenandoah River State Park, VCE Master Gardeners, and Oak Spring Garden Foundation, with programs focused on weather, pollinators, gardening, and environmental restoration. The library also continued America 250 programming with the Pioneer Pens Workshop, where children created feather quills and explored early American writing. A StoryWalk® at Eastham Park featuring *Señorita Mariposa* included a butterfly release in partnership with the library's garden, while teen programming continued with creative and educational offerings including Paint Spray Party, Chess, and Native Nights: Nocturnal Pollinators and Flowers.

Figure 1 – World Most Unusual Pets

Figure 2 – National Night Out

Figure 3 – Tiny Art

Figure 4 - Susan "Goldilocks" Tschirhart: Flipping the Tables

Samuels Public Library

Finance Committee Meeting
August 18, 2026

In attendance at the meeting were Erin Rooney, Michelle Leasure, Scott Jenkins, Kate Trosch Melody Hotek, Karin Battle, and Eileen Grady.

Ms. Leasure called the meeting to order. The Committee was advised that Ms. Hayes, the Development Administrator had received a $10,000 grant to replace 'lending' laptops. They were further advised that these items will become part of 'The Library of Things'.

On the FY2027 Budget vs. Actual report, it was noted that the Income and Expense totals do not equal one another. Ms. Grady will correct and resend.

Much discussion then took place concerning the FY2028 Budget. The Committee was advised that it includes a 3% COLA and a Medical Health Insurance increase of potentially 16%. The Committee questioned our position with tech replacement. Ms. Grady advised that for now we are behind, but have made some headway during the past year by continuing to replace the most outdated equipment.

Much discussion then took place on how to meet the full budget needs in both FY2027 and FY2028. It was agreed that the Library's budget presentation must include serious discussion about the need for an increase from the County.

With much more to discuss, it was agreed that the Committee should meet again before the September Board meeting. The next meeting will take place on 9/2/2026 at 5pm.

Respectfully submitted,

Eileen Grady

Samuels Public Library

Finance Committee Meeting
September 2, 2026

In attendance at the meeting were Erin Rooney, Michelle Leasure, Scott Jenkins, Kate Trosch Melody Hotek, and Eileen Grady.

Ms. Leasure called the meeting to order. Ms. Hotek moved for approval of the minutes from the August 18, 2026 meeting . Ms. Trosch seconded, passed unanimously.

Ms. Rooney provided an overview and review of State Aid for FY2027. Discussion followed.

County funding for FY2027 and FY2028 was then discussed. All agreed that there is a need to clearly highlight what the County funds pay for vs. State Aid, vs. Library Funding. Ms. Leasure and Ms. Grady will work on a budget vs. actual presentation of the FY2027 budget which achieves these highlighted features.

Ms. Grady noted that there will be changes made to the firewall totals as a result of system reorganizations. Cloud storage fees along with monthly maintenance and monitoring will replace the Server Partitioned Back-up, which has been phased out.

Much discussion then took place on how to meet the full budget needs in both FY2027 and FY2028. It was agreed that the Library's budget presentation must include serious discussion about the need for an increase from the County.

Respectfully submitted,

Eileen Grady

Samuels Library, Inc.
Budget vs. Actual
July August FY 2027

	Jul 26	Budget	Aug 26	Budget	YTD Actuals Jul '26 - Jun 27	Total FY2027 Budget
Income						
4000 · Investment Account Funding	0.00	0.00	16.40	0.00	16.40	30,000.00
4005 · Reserve Fund Transfer to Bal	0.00	0.00	0.00	0.00	0.00	215,644.00
4020 · County Approporiation	256,000.00	256,000.00	0.00	0.00	256,000.00	1,024,000.00
4050 · State Aid	64,471.50	64,471.00	0.00	0.00	64,471.50	257,886.00
4060 · Other Grants/Reimbursements	3,840.00	3,840.00	0.00	0.00	3,840.00	6,300.00
4110 · Copier Income	1,339.15	1,000.00	1,380.20	1,000.00	2,719.35	12,000.00
4120 · Interest Income	365.10	475.00	9.12	325.00	374.22	4,200.00
4140 · Donations	748.29	300.00	2,248.86	2,300.00	2,997.15	6,000.00
4146 · FOSL Donations	2,500.00	2,500.00	0.00	0.00	2,500.00	25,000.00
4147 · Adult Dept Donations	40.00	0.00	10,000.00	100.00	10,040.00	1,000.00
4149 · Community Outreach Income	0.00	0.00	0.00	0.00	0.00	4,000.00
4160 · Children's Programs Donations	0.00	0.00	2,500.00	0.00	2,500.00	6,000.00
4163 · StoryWalk	0.00	0.00	0.00	0.00	0.00	500.00
4171 · Book Sales - Amazon	0.00	0.00	0.00	0.00	0.00	0.00
4175 · Retail Income	97.25	50.00	66.00	70.00	163.25	750.00
4178 · Tiny Art	865.00		100.00		965.00	0.00
4179 · PR	0.00		2,000.00		2,000.00	0.00
4190 · Development - from Reserve	0.00	0.00	0.00	0.00	0.00	4,000.00
4200 · Studio 330	150.00		57.40		207.40	
4210 · Fines Income	855.72	800.00	764.87	725.00	1,620.59	9,000.00
4215 · FAX Service	24.00	41.65	25.50	41.67	49.50	500.00
4220 · Replacement Costs	705.93	600.00	878.76	475.00	1,584.69	8,000.00
4230 · Nonresident Fees	10.00	20.00	0.00	10.00	10.00	175.00
4250 · Interlibrary Loan Chgs	20.00	20.00	5.00	10.00	25.00	175.00
4400 · Meeting Room Income	20.00	41.66	185.00	41.66	205.00	500.00
4700 · Misc Income	-23.72	12.50	-65.87	7.50	-89.59	100.00
Total Income	332,028.22	330,171.81	20,171.24	5,105.83	352,199.46	1,615,730.00
Gross Profit	332,028.22	330,171.81	20,171.24	5,105.83	352,199.46	1,615,730.00
Expense						

Samuels Library, Inc.
Budget vs. Actual
July August FY 2027

	Jul 26	Budget	Aug 26	Budget	YTD Actuals Jul '26 - Jun 27	Total FY2027 Budget
6000 · Salaries	75,407.33	72,420.00	76,429.52	72,420.00	151,836.85	869,000.00
6040 · Retirement Funding/Current	3,475.92	3,250.00	3,352.45	3,250.00	6,828.37	39,000.00
6050 · FICA SS/Med Payroll Tax Expense	5,768.70	5,515.00	5,846.82	5,515.00	11,615.52	66,190.00
6060 · Unemployment Tax Expense	4.86	5.00	5.36	0.00	10.22	250.00
6080 · Hospitalization Expense	14,378.42	14,378.00	13,403.32	14,378.00	27,781.74	175,000.00
6090 · Travel/Administrative Costs	2,260.16	100.00	150.80	200.00	2,410.96	7,000.00
6091 · Development Travel/Admin Exp	607.50	150.00	0.00	175.00	607.50	4,000.00
6200 · Books/Materials	10,226.30	7,916.00	7,208.26	7,916.00	17,434.56	95,000.00
6235 · Databases	2,000.00	2,000.00	0.00	0.00	2,000.00	13,500.00
6250 · Subscriptions	0.00	0.00	0.00	0.00	0.00	6,700.00
6280 · Library Supplies	102.70	125.00	750.91	125.00	853.61	9,500.00
6300 · Internet Access Charges	406.00	400.00	406.09	400.00	812.09	5,200.00
6410 · Special Projects	0.00	0.00	14.63	0.00	14.63	4,500.00
6411 · Community Outreach	42.89	50.00	70.90	250.00	113.79	4,000.00
6420 · Childrens/Special Programs	2,017.79	1,000.00	691.60	1,000.00	2,709.39	6,000.00
6430 · Adult Programs	196.44	0.00	0.00	150.00	196.44	2,000.00
6610 · Contractual Services	60.00	60.00	60.00	60.00	120.00	15,500.00
6620 · Maint. Supplies/Small Equip.	1,173.45	795.00	810.09	795.00	1,983.54	9,500.00
6630 · Building Maintenance-repair/rep	0.00	0.00	0.00	250.00	0.00	46,950.00
6632 · Lease Expense	0.00	0.00	0.00	0.00	0.00	0.00
6641 · Story Walk	0.00	0.00	0.00	0.00	0.00	500.00
6710 · Insurance	0.00	0.00	0.00	0.00	0.00	6,200.00
6720 · Utilities	8,546.01	6,800.00	0.00	7,000.00	8,546.01	80,000.00
6810 · Postage	23.45	20.00	0.00	20.00	23.45	2,250.00
6820 · Telephone	254.70	235.00	258.70	235.00	513.40	2,800.00
6830 · Office Expenses/Supplies	1,415.32	250.00	75.78	300.00	1,491.10	5,000.00
6840 · PR & Advertising	29.47	25.00	0.00	25.00	29.47	1,500.00
6850 · Copier Expense	470.83	980.00	1,475.78	980.00	1,946.61	11,750.00
6860 · Audit Expense	0.00	0.00	0.00	0.00	0.00	16,000.00
6900 · Computer Equipment	899.99	900.00	0.00	500.00	899.99	46,020.00

Samuels Library, Inc.
Budget vs. Actual
July August FY 2027

	Jul 26	Budget	Aug 26	Budget	YTD Actuals Jul '26 - Jun 27	Total FY2027 Budget
6905 · Computer Maintenance & Supplies	148.05	900.00	3.93	2,750.00	151.98	15,000.00
6906 · Hot Spots	120.00	0.00	0.00	100.00	120.00	2,500.00
6955 · Library Automation System	21,507.52	21,600.00	0.00	900.00	21,507.52	22,500.00
6962 · RFID	4,723.00	4,723.00	0.00	0.00	4,723.00	5,000.00
6963 · SAMS	0.00	0.00	0.00	0.00	0.00	3,500.00
6964 · SenSource	0.00	0.00	0.00	0.00	0.00	400.00
6966 · Firewall Hardware/Software	0.00	150.00	485.30	300.00	485.30	6,000.00
6969 · Reading Program Software	0.00	0.00	0.00	0.00	0.00	1,495.00
6970 · Web Calendar	2,000.00	2,000.00	0.00	0.00	2,000.00	2,000.00
6972 · Cloud Storage	116.56	100.00	0.00	100.00	116.56	300.00
6973 · Mobile App	0.00	0.00	0.00	0.00	0.00	2,200.00
6974 · Server Partitioned Back-Up	0.00	0.00	0.00	0.00	0.00	4,025.00
Total Expense	158,383.36	146,847.00	111,500.24	120,094.00	269,883.60	1,615,730.00

County Funds:	includes Mellon salary and State Aid salary
State Funds:	Some travel is reimbursed by FOSL
	some programming funding provided
	staff dev included in Special Projects
E-Rate (federal):	Reimbursed by 70-80% by E-Rate

Proposed Budget FY2028

Second Revision

Income:	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Local, State and Federal Funding	$1,277,565.00	$356,931.76	$1,288,186.00	$1,582,168.00
Library Funds	$178,257.36	$1,157,971.22	$253,644.00	$40,000.00
			.	
Donated Funds	$32,500.00	$63,710.30	$38,500.00	$33,500.00
Miscellaneous Income	$37,750.00	$20,813.82	$35,400.00	$26,550.00
Income Total	**$1,526,072.36**	**$1,599,427.10**	**$1,615,730.00**	**$1,682,218.00**

Expenditures:	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Salaries/Payroll Items	$1,046,571.90	$1,161,251.19	$1,160,440.00	$1,218,793.00
Books/Related Items	$152,700.00	$175,759.95	$146,900.00	$146,900.00
Buildings/Ground/				
Maintenance Related	$87,533.83	$44,764.91	-	$62,450.00
County Building Maintenance			$62,450.00	$ -
Other Operational Expenses	$103,755.78	$91,532.32	$95,700.00	$98,900.00
Office Expenses	$44,638.31	$42,302.03	$39,300.00	$45,550.00
Library Technology	$40,073.05	$44,893.86	$34,920.00	$34,930.00
Technology Replacements for FY2028	$18,739.92	$15,765.32	$53,520.00	$51,695.00
Automated Systems	$900.00	$23,157.52	$22,500.00	$23,000.00
Total Expenditures	**$1,494,912.79**	**$1,599,427.10**	**$1,615,730.00**	**$1,682,218.00**

Income	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Warren County	$1,024,000.00	$100,000.00	$1,024,000.00	$1,323,303.00
State Aid	$248,565.00	$247,415.76	$257,886.00	$255,000.00
Federal Funds (E-Rate, ARPA)	$3,360.00	$9,516.00	$6,300.00	$3,865.00
Local, State and Federal Funding	**$1,275,925.00**	**$356,931.76**	**$1,288,186.00**	**$1,582,168.00**

Donation Income	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Friends of Samuels Library	$33,270.69	$19,976.83	$25,000.00	$20,000.00
Children's Program Donations	$11,500.00	$19,417.00	$6,000.00	$6,000.00
Story Walk	$3,250.00	$250.00	$500.00	$500.00
Adult Program Donations	$645.53	$5,802.00	$1,000.00	$1,000.00
Thompson Charitable Trust	$7,023.30	$7,360.05		
Misc. Donations	$31,856.45	$10,904.42	$6,000.00	$6,000.00
Donated Funds Total	**$87,545.97**	**$63,710.30**	**$38,500.00**	**$33,500.00**

Miscellaneous Income	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Fines	$8,829.00	$9,045.25	$9,000.00	$ -
Copier	$12,708.53	13,124..61	$12,000.00	$14,000.00
Amazon Book Sales	$632.07	$ -	$ -	$ -
Replacement Costs	$8,808.83	$7,589.46	$8,000.00	$8,000.00
Retail Income	$952.94	$655.25	$750.00	$750.00
Interest	$4,470.84	$1,864.50	$4,200.00	$2,000.00
Meeting Room Income	$386.00	$355.00	$500.00	$400.00
FAX Service	$390.20	$319.43	$500.00	$500.00
Non Resident Fees	$200.00	$250.00	$175.00	$200.00
Inter Library Loans	$65.00	$40.00	$175.00	$100.00
Tiny Art Sales				$500.00
Miscellaneous	$29.29	$694.93	$100.00	$100.00
Miscellanous Income Total	**$37,472.70**	**$20,813.82**	**$35,400.00**	**$26,550.00**

Library Funds	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Reserve Fund Transfer ***$4,000 for Development & $4,000 for Community Outreach***	$149,400.10	$ -	$8,000.00	$8,000.00
Endowment Account 3%	$28,857.26	$32,483.65	$30,000.00	$32,000.00
Library Funds to Balance		$1,125,487.57	$215,644.00	$ -
Library Funds Total	**$178,257.36**	**$1,157,971.22**	**$253,644.00**	**$40,000.00**

Salaries & Payroll	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Employee Salaries	$799,946.93	$916,956.82	$869,000.00	$895,070.00
Social Security	$61,195.94	$70,397.51	$66,190.00	$68,473.00
Unemployment Ins.	$319.44	$211.01	$250.00	$250.00
Medical/Dental Ins. *	$136,630.44	$123,069.27	$175,000.00	$201,000.00
Travel/Memberships	$9,594.86	$7,151.57	$7,000.00	$7,000.00
Development Expenses	$2,838.02	$4,615.03	$4,000.00	$4,000.00
Retirement Funding	$36,046.27	$38,849.98	$39,000.00	$43,000.00
Total Salaries	**$1,046,571.90**	**$1,161,251.19**	**$1,160,440.00**	**$1,218,793.00**

Books & Related	Budget Actuals	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Books/Materials	$104,322.90	$105,669.16	$95,000.00	$95,000.00
Internet Charges	$5,112.09	$5,393.76	$5,200.00	$5,200.00
Databases	$13,901.89	$12,782.29	$13,500.00	$15,000.00
Newspapers/Magazines	$12,259.16	$4,834.25	$7,200.00	$6,700.00
Library Srvcs/Supplies	$7,231.02	$11,090.04	$9,500.00	$8,000.00
Special Projects	$7,452.25	$6,030.41	$4,500.00	$4,500.00
Community Outreach	$5,202.01	$8,737.22	$4,000.00	$4,000.00
Children's Programs	$9,552.64	$15,474.46	$6,000.00	$6,000.00
Adult Programs	$2,586.53	$3,202.58	$2,000.00	$2,000.00
Story Walk		$2,545.78		$500.00
Total Books **rate increase plus addition of two employees to the medical benefits package*	**$167,620.49**	**$175,759.95**	**$146,900.00**	**$146,900.00**

County Building Maintenance	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Contractual Services	$15,131.12	$15,590.42	$15,500.00	$15,500.00
Building Maintenance		$29,174.49		
Grounds	$1,140.00		$3,400.00	$2,000.00
Electrical	$2,455.00		$12,000.00	$9,000.00
Roof	$2,200.00		$7,500.00	$9,000.00
Door Repairs	$2,334.20		$3,500.00	$3,500.00
Plumbing			$5,000.00	$3,000.00
Fire Suppression Inspection	$2,050.00		$2,050.00	$2,000.00
Fire Extinguisher Inspection				
Misc Maintenance	$10,200.00		$	
HVAC Maintenance	$15,902.46		$13,500.00	$18,450.00
New Flooring	$14,750.00			
Bathroom Reno & Painting	$21,371.05			
County Building Maintenance	**$87,533.83**	**$44,764.91**	**$62,450.00**	**$62,450.00**

Other Operational Exp	Actuals FY2024	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Insurance	$6,049.19	$6,624.00	$6,200.00	$7,400.00
Utilities	$61,717.73	$74,241.12	$80,000.00	$82,000.00
Custodial Services	$25,375.00		$ -	$ -
Supplies/Maint.	$10,613.86	$10,667.20	$9,500.00	$9,500.00
Total Other Op Exp	**$103,755.78**	**$91,532.32**	**$95,700.00**	**$98,900.00**

Office Expense Items	Actuals FY2024	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Postage	$2,397.70	$2,181.39	$2,250.00	$2,250.00
Telephone	$2,777.61	$2,795.31	$2,800.00	$2,800.00
Office Supplies	$5,841.81	$5,028.29	$5,000.00	$5,000.00
PR & Advertising	$2,591.88	$1,794.70	$1,500.00	$3,500.00
Copier Expense	$15,473.31	$14,279.34	$11,750.00	$15,000.00
Audit	$15,556.00	$16,223.00	$16,000.00	$17,000.00
Total Office Expense	**$44,638.31**	**$42,302.03**	**$39,300.00**	**$45,550.00**

Library Technology Maintenance Costs	Actuals FY2025	Actual FY2026	Budget FY2027	Proposed Budget FY 2028
Staff Computers	$6,944.59	$7,578.31	$5,000.00	$5,000.00
Public Computers	$8,800.72	$8,835.62	$2,500.00	$2,500.00
Computer Lab	$273.64	Mellon Grant	Mellon Grant	Mellon Grant
RFID (collection security/self check out)	$2,534.00	$4,649.67	$5,000.00	$5,000.00
SAMS (public internet control/schedule software)	$3,214.75	$3,214.75	$3,500.00	$3,500.00
Sensource *Digital People Counter*	$393.00	$420.00	$400.00	$450.00
Web Calendar	$2,000.00	$ -	$2,000.00	$2,000.00
Reading Program Software	$1,069.75	$1,148.24	$1,495.00	$1,500.00
Capira Mobile (mobile app for accessing the library)	$2,110.65	$2,200.35	$2,200.00	$2,400.00
T-Mobile Hot Spots	$1,365.74	$2,092.80	$2,500.00	$2,500.00
Firewall Contract	$7,504.96	$13,617.34	$6,000.00	$6,000.00
Server Partitioned Back-Up	$2,896.76	$ -	$4,025.00	$ -
Cloud Storage	$964.49	$1,136.78	$300.00	$4,080.00
Total Lib Tech	**$40,073.05**	**$44,893.86**	**$34,920.00**	**$34,930.00**

Technology Replacements	Actuals FY2025	Actuals FY2026	Budget FY2027	Proposed Budget FY 2028
Total Technology Replacements	**$18,739.92**	**$15,765.32**	**$53,520.00**	**$51,695.00**

Automated Systems	Actuals FY2025	Budget FY2026	Budget FY2027	Proposed Budget FY 2028
Library Automation	$900.00	$23,157.52	$22,500.00	$23,000.00
Maintenance Fees				
Total Automated	**$900.00**	**$23,157.52**	**$22,500.00**	**$23,000.00**

PRINCIPAL® EXECUTIVE SUMMARY

You matter here.

Helping build a secure financial future for you, your organization, and your employees.

Intended for financial professional and plan sponsor use.

Our focus is you

When you work with us, you can feel confident knowing you've got a leader on your side. We've been providing workplace solutions for 145 years and have more than 80 years of retirement plan experience.

While we're a large global company, we remain grounded in our commitment to put our customers first—no matter how big or small. That makes our approach a little different.

You come first

We strive to build meaningful relationships and provide a personalized experience for you and your employees.

Our people

Our success depends on diversity and inclusion so everyone here can bring their best selves to work for you.

Innovation-driven

It's our responsibility to continuously innovate, invest, and meet you where you need us.

BY THE NUMBERS

95% of assets under management from retirement and asset management[1]

11.9 million participants[2]

46,000 plans[3]

$712B in assets under management[1]

Ranked in all five market segments: Micro to Mega[4]

[1] As of Dec. 31, 2024.

[2] As of Dec. 31, 2024. Includes defined contribution plan participants and defined benefit participants and retirees. Participant count is rounded.

[3] As of Dec. 31, 2024. Includes services provided to defined contribution plans and active and terminated defined benefit plans. Plan count is rounded.

[4] 2025 NAPA Advisors' Choice Recordkeeper awards, September 2025.

Advisors rated different service categories in five distinct market segments. They only voted on the services in their target markets and evaluated them on a five-point scale, ranging from "world-class" to "functional" to "needs work." NAPA included the top five in five separate target markets based on size: Mega Market: over $250 million in plan assets; Large Market: between $100 million and $250 million in plan assets; Mid-Market: between $10 million and $100 million in plan assets; Small: between $1 million and $10 million in plan assets; and Micro: under $1 million in plan assets.

The following link reveals the results of that assessment, the top five in each service category (sorted alphabetically). See the full ratings here: https://www.napa-net.org/news/2025/9/here-they-are-the-2025-advisors-choice-top-recordkeepers/. NAPA is not an affiliate of any company of the Principal Financial Group®.

Intended for financial professional and plan sponsor use.

Retirement expertise you can count on

Plan service provider

TOP 3
Defined contribution[1]

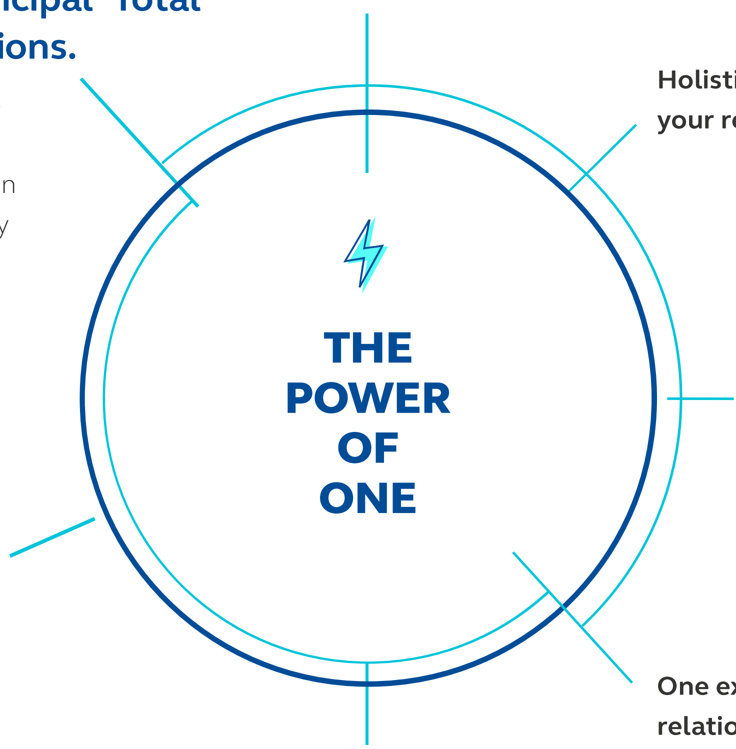
#1
Defined benefit[2]

#1
Nonqualified deferred compensation[3]

#1
Employee stock ownership[4]

Multiple retirement plans. One provider. Principal® Total Retirement Solutions.

Count on our expertise to find the right solutions to help you attract and retain employees. As an industry leader, we offer multiple options and a simplified experience that can grow with your business.



One provider to monitor as a plan fiduciary

Holistic approach to your retirement plans

Consolidated reporting and investment results

One experienced relationship manager for your retirement plans

Streamlined data submission and reporting process

Single secure website and consolidated view for you and your participants

ONE call

ONE click

ONE app

Clarity, simplicity, and convenience for our participants

[1] Based on number of DC plan participants, 2025 PLANSPONSOR Recordkeeping Survey, June 2025.
[2] Based on number of DB plans, 2025 PLANSPONSOR Defined Benefit Administration Survey, September 2025.
[3] Based on number of NQDC plans (excluding 457 plans), 2025 PLANSPONSOR DC Recordkeeping Survey, June 2025.
[4] Based on number of ESOPs, 2025 PLANSPONSOR Recordkeeping Survey, June 2025.

Intended for financial professional and plan sponsor use.

A participant experience that helps drive outcomes

We center our participant experience on features, tools, and resources that help employees save more.

We engage, elevate, and expand beyond retirement to provide individualized support based on their needs and interests.

VISIT

demo.principal.com/public
to see demos of our digital experiences.

(best viewed in Chrome)

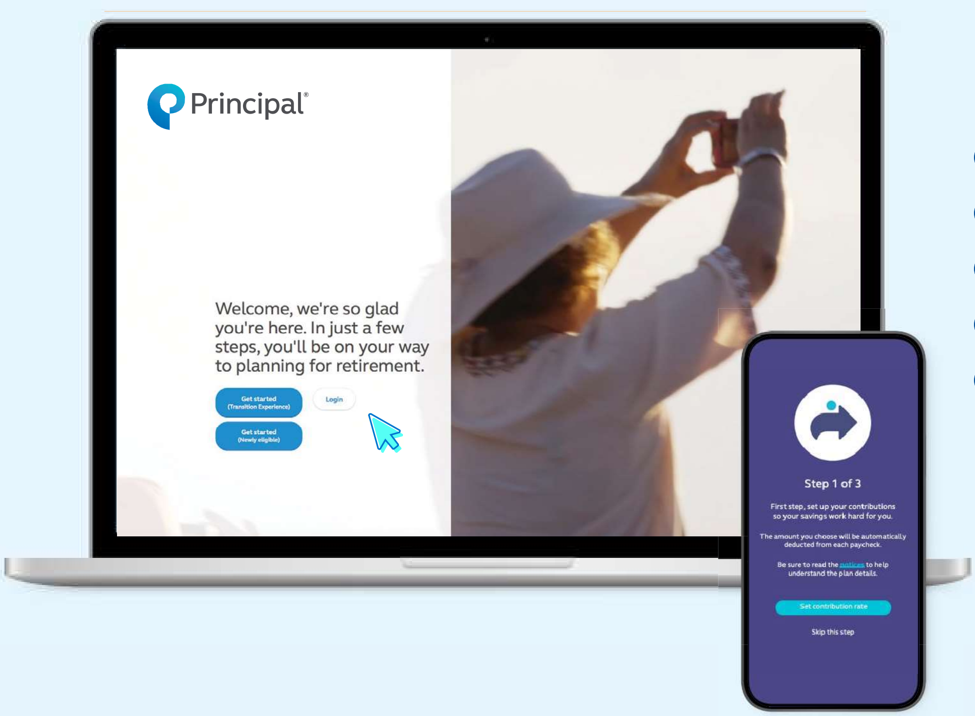
Intended for financial professional and plan sponsor use.

Getting and keeping participants engaged

Using the same strategies as retail websites, our digital experiences provide in-the-moment assistance and promote positive actions.

Principal® Real Start digital onboarding

Point-in-time welcome communications use simple, encouraging language to build confidence, clarify choices, and provide nudges.



Plan-specific help includes:

- Getting started
- Contributions
- Investment elections
- Rollovers
- Beneficiary designations and more

This experience is also **fully transcreated in Spanish** to help ensure content is culturally relevant and drives action from your Spanish-speaking employees.

We're here to help get your employees on the right track with Principal® Real Start.

30% are saving 10% or more[1]

Nearly 8% average deferral rate[1]

1 in 3 auto-escalate up to 10%[1]

[1] Principal reporting from Jan. 1-Dec. 31, 2024.

Intended for financial professional and plan sponsor use.

For Illustrative purposes only.

Putting retirement planning in the hands of participants

principal.com/onthego

Mobile-first approach

The Principal® app makes it easy for participants to manage their account on the go and plan for their future.

Participants can:

- Enable facial and fingerprint recognition for quick, secure account access when using biometric-enabled devices
- Quickly check in on their savings progress
- Make defined contribution plan transactions on the go:

Update contributions	Manage investments	Roll in outside funds and upload a check from their phone

- Access financial education to help better understand where they're at to help reach their financial goals

Award-winning mobile app[1]

Rated 4.8 out of 5 stars[2]

14% higher average deferral rate for app users[3]

With a quick tap to change the settings, the mobile app is transcreated for on-the-go account access for your Spanish-speaking employees.

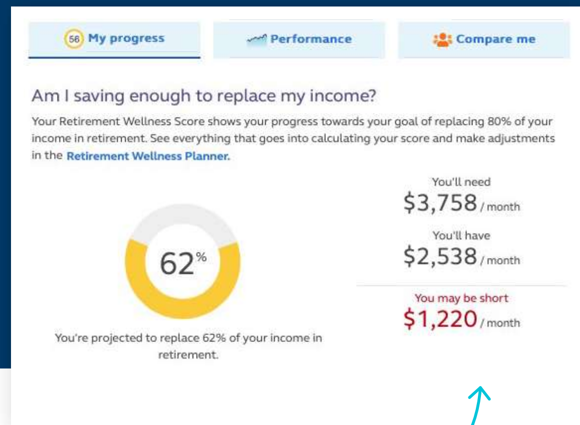
[1] DALBAR's 2024 Pyramid of Communications Excellence for both the iOS and Android apps, Q3 2024.
[2] 4.8 star iOS App Store rating and 4.7 star Google Play Store rating as of Jan. 2025. Standard data rates may apply.
[3] Principal reporting as of Dec. 31, 2024.

Intended for financial professional and plan sponsor use.

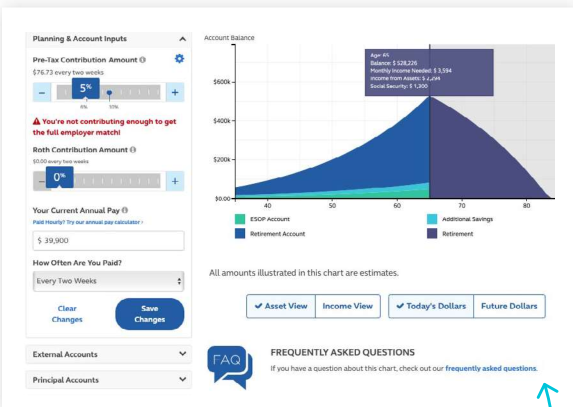
For Illustrative purposes only.

Making it simple for participants to take action

Our award-winning website is designed to help build confidence and savings.[1] Participants get help with personalized planning, and they can quickly take action.

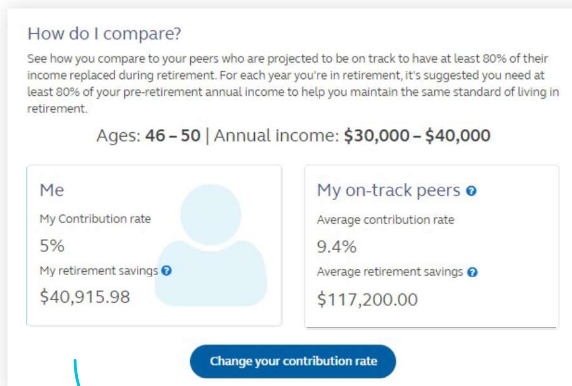


Retirement Wellness Score
Estimated percentage of pre-retirement income the participant may be able to maintain at retirement.



Retirement Wellness Planner
Interactive online planning calculator designed to help participants determine if they're on track.

External accounts aggregator
Ability to enter outside savings information, including HSAs, to get a more holistic picture.



Compare me
Motivational peer comparison shows deferral and account balance compared with averages of their "on-track peers."[2]

Driving outcomes

Participants who use our digital experience have:[3]

29% higher average deferral

Our participant website earned **DALBAR's 2025 Pyramid of Communications Excellence.**[1]

[1] DALBAR's 2025 Pyramid of Communications Excellence, August, 2025.

[2] The average result experienced by participants in a defined contribution plan. Choices made by plan sponsors and their fiduciaries as well as the participants in those plans will impact the results. Participants may consider the average result, along with other factors, when deciding which change(s) may best suit their individual needs.

[3] Principal reporting as of Dec. 31, 2024. Compares participants who used the resources with those who did not.

Helping participants build confidence

Principal® Milestones

This financial wellness resource provides self-serve, personalized, online education to help participants increase knowledge and gain confidence.

At no cost, participants can access:

- Enrich® for unbiased financial education
- Enrich® Student Loan Repayment Program* (through partnership with SoFi)
- ARAG® to prepare a standard will and other legal documents

The Principal® Hola Futuro

The Principal® Hola Futuro website features educational content about retirement savings and the importance of preparing for the future to support your Spanish-speaking employees. **principal.com/es/HolaFuturo**

Making a difference

Principal® Milestones participants have:

39% higher average deferral[1]

6-point higher average Retirement Wellness Score[1]

Access to more than 26,000 scholarships totaling nearly **$300 million**[2]

Created **more than 120,000** legal documents through ARAG[3]

Principal is a top-rated defined contribution plan provider for:[4]

- Financial education/ wellness resources
- Statements
- Website and online tools
- Mobile app
- Call centers/phone support

* If offered, there may be costs to the plan sponsor.

[1] Principal reporting for clients who use Principal® Milestones as of Dec. 31, 2024.

[2] Enrich reporting as of Oct. 31, 2024.

[3] ARAG reporting as of Dec. 31, 2024.

[4] 2024 PLANADVISER Retirement Plan Adviser Survey, Feb. 2025. Principal ranked #2 or #3 in noted categories.

Intended for financial professional and plan sponsor use.

For Illustrative purposes only.

Engaging participants throughout their journey

Targeted communication

We know when participants receive relevant, personalized communication, it can help drive outcomes. Using research and data, we can provide your participants simple, actionable education to help them save for their financial goals at every stage of their lives.

Timely topics

- Welcome to Principal®
- Investment review and diversification
- Beneficiary designation
- Mobile app usage
- More

Tailored content to connect with specific audiences:

- Super savers
- Hispanic savers
- Women
- Non-participants
- Savers nearing retirement
- More

Our participant materials are available in both English and Spanish.

Award-winning engagement

Pension & Investments 2025 Eddy Awards

- **1st Place,** Conversions
- **1st Place,** Pre-retirement prep
- **2nd Place,** Financial wellness
- **3rd Place,** Special projects

Plan Sponsor Council of America 2025 Signature Awards

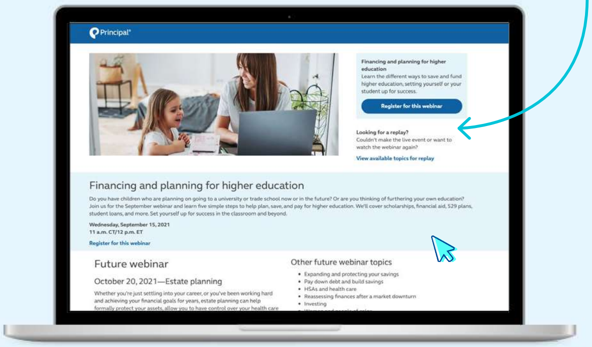
- **1st and 2nd Place,** Emphasizing Diversity and Inclusion
- **2nd Place,** Promoting participation
- **3rd Place,** Provider innovation

2024 Insurance Marketing & Communications Association (IMCA) Showcase Awards

- **Silver,** Nonqualified deferred compensations participant newsletter
- **Bronze,** Nonqualified deferred compensation education videos
- **Bronze,** 2023 Business owner insights

Helpful financial education in under 30 minutes

principal.com/learnnow



Our webinar series delivers specific, relevant content on financial topics that matter most to your participants.

Monthly **live events with chat for Q&A**

Library of replays to catch up online on demand

Popular topics available in **Spanish**

Helping inspire participants

Personalized education

Principal Retire Secure[SM] offers personalized, one-on-one education meetings from retirement professionals who help give your employees the tools, resources, and confidence to prepare for retirement.

Employees can access

- Initial virtual or onsite group meeting*
- Ongoing virtual one-on-one meetings at no additional cost
- Personalized action plans
- Ongoing education

Plans with Retire Secure[1]

- **Nearly 15% higher** plan participation rate
- **Nearly 20%** more participants actively log into their accounts

Members of our highly trained Retire Secure team average **21 years of experience** helping participants like yours.[2]

Consult with your Principal representative to help determine if Retire Secure is right for your participants.

Dedicated participant contact center

When your participants need it, help is just a call away. Dedicated customer experience specialists can answer a participant's questions and help educate them in making the best decisions for their personal situation at that time.

Onboarding for New Participants

- Focus on enrollment and retirement account consolidation

First-call resolution[2]

(no follow-up)

Contact center specialists

- About 20% FINRA registered[2]
- Five years' average experience[2]
- Receive initial and ongoing training to drive continual improvement
- Have calls regularly reviewed by a team for quality, accuracy, and soft skills

Multilingual support

- Bicultural professionals (English and Spanish)
- Interpreters for an additional 250 languages[2]

Retire Secure is available assuming you meet required plan design criteria. Additional fees may apply. Retirement professionals provide education, which may be helpful in making personal retirement decisions. Responsibility for those decisions is assumed by the participant, not by any member of Principal®. Participants should regularly review their savings progress and post-retirement needs.

* Additional onsite one-on-one meetings available for an additional cost.

[1] Principal reporting as of Dec. 31, 2023. [2] Principal reporting as of Dec. 31, 2024.

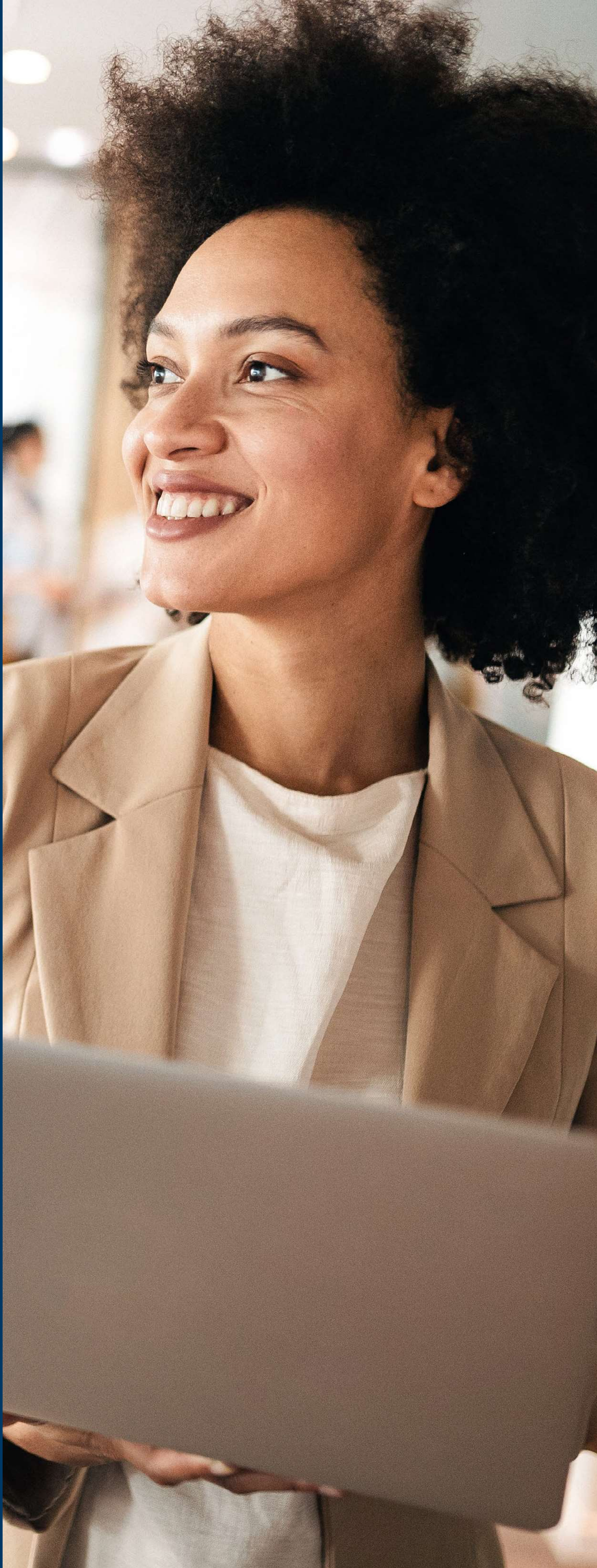
Helping to make the complex simpler for you

You've got more on your plate than just managing a retirement plan.

We'll collaborate with your TPA to help make your plan work smarter for you.

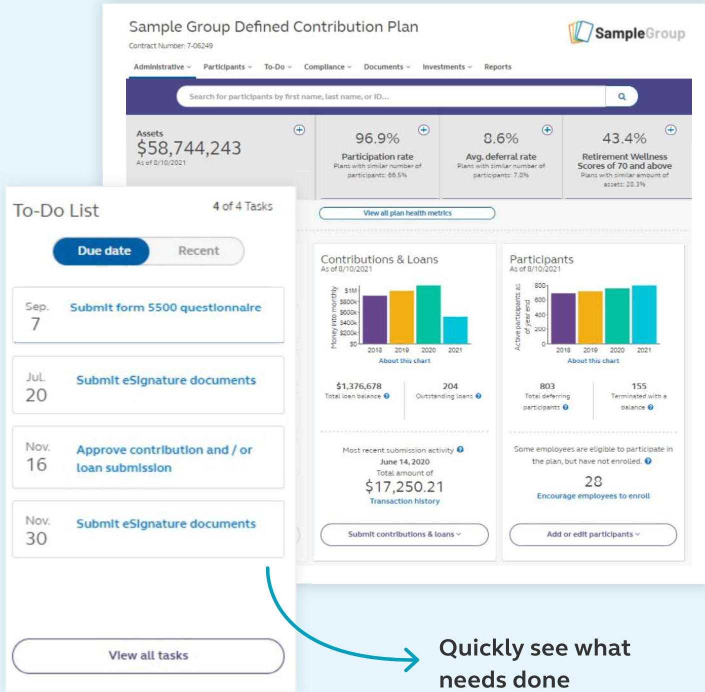
Count on us to work with your TPA to help:

- Simplify plan administration
- Reduce manual work with technology
- Stay compliant with plan rules
- Boost employee engagement and contributions



Simplified plan management

Our top-ranked website is simple to navigate and makes it easy to do business with us.[1]



Efficiently manage your plan online

- Easy-to-read dashboard
- Quick access to reports
- Easy to submit changes

We offer multiple efficient ways to deliver participant notices.

Quickly see what needs done

- To-do lists
- Reminders

Track plan health

- Total assessment of your plan
- Relevant benchmarks

Metrics include:

- Participation
- Deferral
- Retirement Wellness Scores 70 and above
- Plan Health Index℠

Enroll & Educate

- Education deployment dashboard
- Quickly select and send topics

Topics include:

- Eligibility and enrollment
- Account access
- Saving more
- Loans and withdrawals
- Money management
- Beneficiaries

While we automatically reach out to your employees, Enroll & Educate is a great resource when your employees come to you or if you'd like to send more proactive emails.

PLAN SPONSOR WEB EXPERIENCE PYRAMID OF COMMUNICATIONS EXCELLENCE 2025 DALBAR RATED

Our plan sponsor website was ranked #1, earning DALBAR's 2025 Pyramid of Communications Excellence.[1]

[1] DALBAR's 2025 Pyramid of Communications Excellence, June 2025.

Intended for financial professional and plan sponsor use.

For Illustrative purposes only.

Integration to help ease plan administration

Payroll automation

Let us help you save time, reduce errors, and create efficiencies with your payroll data processing.

You provide participant contribution and loan information to us. We send feedback files when participants make contribution or loan changes that impact your payroll records. **The feedback frequency aligns with your payroll schedule.**

Streamlined fiduciary filings and audits

If you have more than 100 employees and require an annual audit, our approach helps ensure the process runs smoothly for you, your TPA, auditor, and financial professional.

Easy, Efficient, Secure

- Data on file prefills the schedules for Form 5500 and audit
- Direct auditor website access for time and cost savings and to keep information secure[1]

Our people can provide expertise and support to help answer questions.

Connect with our tenured **Audit Support Team** through the secure employer website or by phone.

[1] You can grant your auditor access to the employer website, in accordance with privacy guidelines.

Intended for financial professional and plan sponsor use.

Easy integration and payroll data exchange automation with **any payroll company.**

You choose your depth of integration.

360° Automation

Your payroll data moves automatically between your payroll company and Principal, providing a secure, streamlined data loop.

180° Automation

Principal receives a data feed from your payroll company and we provide deferral and loan changes to you through our secure employer website.

Managed Connection

You or your payroll company submit payroll data in our secure employer website and we provide deferral and loan changes back to you through the site.

Automation helps eliminate errors and simplifies ongoing information sharing.

Service to help meet your needs

Backing up our promise

Our service warranty is our promise to provide you with quality service in a competent, capable, and effective manner. We back up this promise by writing it directly into our service agreement with you.[1]

A team dedicated to your retirement program

We understand you don't have a lot of time to focus on the success of your retirement plan. **That's why we're here.**

Your Principal team will work closely with you and your financial professional to:

- Understand your retirement plan goals
- Develop solutions to help fit your needs
- Help you follow retirement plan rules
- Efficiently coordinate the many aspects of your retirement program

[1] Terms and conditions apply. For informational purposes only and does not affect any term or provision of the service warranty. For service warranty details see the Service Warranty Attachment to the Service and Expense Agreement or the Principal Service Warranty standalone document.

[2] Among all retirement clients as of Dec. 31, 2024.

Intended for financial professional and plan sponsor use.

Committed to keeping customers' assets and information secure

You can feel confident we have the people, processes, and technology in place to help safeguard access to your employees' data and retirement savings. Plus, we constantly monitor, test, and adjust our security features. Visit **principal.com/cybersecurity** to learn more.

Safeguarding customers' info is a top priority

Our approach, paired with third-party expertise, provides flexibility to act quickly on any potential threats.
We go beyond the Department of Labor cybersecurity best practices by:

- Requiring two-factor authentication upon account registration
- Evolving authentication to include technology like digital identity verification authentication and passcodes
- Conducting ongoing third-party cyber attack testing
- Working closely with local, state, and national government agencies
- Conducting background checks on all employees
- Having cybersecurity insurance
- Serving as active members of industry groups such as:
  - *SPARK Data Security Oversight Board*
  - *FS-ISAC*

Our simple customer protection guarantee

Principal will reimburse participants' employer-sponsored retirement accounts for losses from unauthorized activity occurring through no fault of their own.[1]

Third-party validation

Independent auditing firm reviews and evaluates our controls related to security, confidentiality, and availability of customer data in SOC 2 Type 2 report.

Award-winning security and innovation

CSO Award-winning digital identity verification authentication[2]

CIO 100 Award-winning AI-powered assistant[3]

[1] The Customer Protection Guarantee applies to employer-sponsored retirement plans record kept by Principal® including defined benefit, defined contribution, employee stock ownership plans, retirement accounts with pension payments made through Principal® Custody Solutions and nonqualified deferred compensation plans with distributions made through Principal. It's effective for unauthorized activity that occurs after participants have registered their account online, provided their contact information, and kept it up to date in the event of changes. Guarantee details are current and subject to change. Exclusions to the policy may apply. https://www.principal.com/customer-protection-guarantee.

[2] Chief Security Officer (CSO) Award, June 2025.

[3] CIO 100 Award, March 2025.

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One of the World's Most Admired Companies[1]

- **Best Places to Work in Money Management** for 13 consecutive years (Pension & Investments, Dec. 2024)
- **Best Employers for Diversity** (Forbes, April 2024)
- **Best Employers for Women** (Forbes, July 2024)
- **Best Places to Work for Disability Inclusion** (Disability Equality Index, Aug. 2024)

Industry leading-technology

- **Best Places to Work in IT** for 22 consecutive years (IDG Computerworld, Dec. 2023)
- **About a quarter of our total budget was allocated to technology improvements** in 2024[2]

Conducting business responsibly

- **One of the World's Most Ethical Companies** (Ethisphere®, March 2025)
- One of **America's Most Responsible Companies** (Newsweek Magazine, Dec. 2024)
- One of America's Most JUST Companies (Just Capital, Feb. 2025)

[1] Fortune magazine, Jan. 2025.
[2] Principal data as of Dec. 31, 2024.

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Investing involves risk, including possible loss of principal.

Investment and Insurance products are:

- **Not Insured by the FDIC or Any Federal Government Agency**
- **Not a Deposit or Other Obligation of, or Guaranteed by any Credit Union or Bank**
- **Subject to Investment Risks, Including Possible Loss of the Principal Amount Invested**

Asset allocation and diversification does not ensure a profit or protect against a loss. **Equity** investment options involve greater risk, including heightened volatility, than fixed-income investment options. **Fixed-income** investments are subject to interest rate risk; as interest rates rise their value will decline. **International and global investing** involves greater risks such as currency fluctuations, political/social instability and differing accounting standards. These risks are magnified in **emerging markets**. The performance and risks of a **fund of funds** directly correspond to the performance and risks of the underlying funds in which the fund invests.

There is no guarantee that a target date investment will provide adequate income at or through retirement. A target date fund's (TDF) glide path is typically set to align with a retirement age of 65, which may be your plan's normal retirement date (NRD). If your plan's NRD/age is different, the plan may default you to a TDF based on the plan's NRD/Age. Participants may choose a TDF that does not match the plan's intended retirement date but instead aligns more to their investment risk. Compare the different TDF's to see how the mix of investments shift based on the TDF glide path.

Guarantees are based upon the claims-paying ability of the Principal Life Insurance Company.

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The portfolios available to participants of this service are created by Morningstar Investment Management LLC, a registered investment adviser, who was chosen by the participant's employer. Morningstar Investment Management, a subsidiary of Morningstar, Inc., is responsible for choosing the portfolio for the participant's retirement plan account. Investment advice delivered through the Principal® Personalized Target Date Service is based on information provided about the participant and limited to Principal target date funds or certain collective investment trusts available in the participant's retirement plan. Projections and other information regarding the likelihood of various retirement income and/or investment outcomes are hypothetical in nature, do not reflect actual results, and are not guarantees of future results. Results may vary with each use and over time.

All investments involve risk, including the loss of principal. An investment in a target-date fund is not guaranteed, and participants may experience losses, including losses near, at, or after the target date. There is no guarantee that the fund will provide adequate income at and through a participant's retirement. There can be no assurance that any financial strategy will be successful. There can be no guarantee that the results of advice, recommendations or the objectives of a strategy will be achieved.

Each participant who enrolls in or is defaulted to Principal® Personalized Target Date has a fee added to the investment expense of the target date funds or collective investment trusts for the Principal® Personalized Target Date service. In addition to this fee, assets invested through the Principal® Personalized Target Date service are also subject to plan recordkeeping fees.

When using the plan's existing Principal target date funds or collective investment trusts, Principal does not serve in a 3(21) capacity; the plan sponsor or designated fiduciary maintains responsibility for the plan's core investment array.

If available, participants cannot enroll in a managed account service and Principal® Personalized Target Date services at the same time.

RetireView Terms and Conditions for a full discussion of the features of this service, including rebalancing and automatic age adjustment of the populated models.

RetireView® is an educational service designed to help retirement plan participants determine an appropriate investment mix for their retirement account. Principal retained Morningstar Investment Management LLC, a registered investment adviser and subsidiary of Morningstar, Inc., to create asset class-level model portfolios ("Models") for RetireView. In no way should Morningstar Investment Management's creation of the Models be viewed as advice or establishing any kind of advisory relationship with Morningstar Investment Management. Morningstar Investment Management does not endorse and/or recommend any specific financial product that may be used in conjunction with the Models.

Models are created by Morningstar Investment Management LLC. Morningstar Investment Management begins by analyzing asset classes and constructs long-term expected returns, standard deviations, and correlation coefficients. These form the inputs for the mean-variance optimization, a statistical technique. Because forecasting is a critical and pivotal step in the asset allocation process, Morningstar Investment Management develops proprietary capital market forecasts for each asset class using a combination of historical data, current market information and additional analysis. Each forecast becomes an input in portfolio creation.

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The SEC registered investment advisor **does not guarantee that the results of their advice, recommendations, or the objectives of an investment option will be achieved. All investments involve risk, including the loss of principal. There can be no assurance that any financial strategy will be successful**. The SEC registered investment advisor **does not guarantee that the results of their advice, recommendations or objectives of a strategy will be achieved.**

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SAMUELS public library

Development Committee Meeting Minutes
Wednesday, August 19, 2026

The Development Committee met on August 19, 2026 at Samuels Public Library.

In attendance were Scott Jenkins, Melody Hotek, Lisa Cobb, Karin Battle, Nioka DeVincentis, Kathy Hulley, Eileen Grady, Erin Rooney, and Amy Hayes.

Mrs. Hotek called the meeting to order.

The June 17, 2026 meeting minutes were presented for approval. Ms. Cobb motioned to accept the meeting minutes as presented. Ms. Hulley seconded. The motion passed.

FOSL Report

Ms. DeVincentis presented FOSL's annual appeal mailer to the Committee. A discussion ensued about library activities that FOSL is involved in, including the Holiday Open House. FOSL will be running the gift wrapping station for the Youth Holiday Market.

FOSL introduced a new secondary FOSL logo that will be used for FOSL promotions and branding.

Fundraising Activities

Ms. Hayes reported on recent fundraising activities. The Electronics Recycling Fundraiser held between June to July 18, 2026, in partnership with Connect Computer Recycling (CCR), resulted in the collection of 2,700 pounds of electronics and fundraising proceeds of approximately $802. Ms. Hayes reported that Samuels Library received a lot of positive feedback as a result, and the Library intends to host another Electronics Recycling Fundraiser in Fall 2027 pending CCR's availability.

Ms. Hayes presented two draft designs for the Library's annual appeal mailer. The Committee discussed the content of the appeal mailer and approved one of the draft designs, with the expectation to provide the Committee with a final draft via email in September for final review and approval.

FY2026 Development Plan

Ms. Cobb introduced the Committee to the Development Committee Planning Tool that she created to help the Committee make decisions about fundraisers, events, and development activities.

A discussion about each of the listed Development Plan's Goals & Strategies in the Development Committee Planning Tool ensued. The Committee discussed development activities and strategies that are meeting or exceeding the goals outlined in the Development Plan and provided ideas for improvements where needed.

Ms. Battle recommended providing a calendar of all major Library events for the Committee. Ms. Hayes will create a Library Event Calendar in preparation for the October 2027 meeting.

Due to time constraints, the Committee agreed to continue the discussion of the Goals & Strategies and Library Events further in the October 2026 Development Committee Meeting. Feedback for any updates or changes to the FY2027 Development Plan draft will be discussed in the next Development Committee meeting as well. The meeting was adjourned.

The next Development Committee meeting will be on
Wednesday, October 21, 2026 at 5:00 PM.

Samuels Public Library
Strategic Planning Committee Meeting
August 11, 2026
Start Time: 5:30 p.m. End Time: 6:45 p.m.

Present: Joan Richardson, Chairperson; Erin Rooney, Library Director; Scott Jenkins, President of the Board of Trustees; Melody Hotek, Trustee, Karin Battle, Trustee Members of the committee: Michelle Leasure, Trustee; Lewis Moten., Trustee.

Main Task: Develop a new five-year plan for Samuels Library

Data collection to determine correct direction for the new plan: Committee focused on the idea of a survey to start the process.

- How do we reach potential respondents for a survey:
  - Random sample of patrons or Warren County residents
  - Patron survey
  - Survey of Warren County residents who do not use the library
  - Focus groups
- What should the survey look like – length of the survey and content?

Committee recommendation: To help focus the creation of the survey, the two co-chairs will meet with the Library Director to determine what issues the survey should be focused on and what information would be most helpful to the Library Director and the Board of Trustees for addressing them. The Library Director will also reach out to other libraries for recommendations regarding the survey process and the issues they pursued.

Minutes submitted by Joan Richardson

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